INFORMATION TECHNOLOGY BOARD (ITB)

MINUTES

April 5, 2012

Members or Designees present:
Janet Kelly, Chairperson, Department of Administration; Tammy LaVigne (designee for **Dick Clark**), Department of Administration; George Parisot (designee for **Keith Kelly**), Department of Labor and Industry; **Tyler Trevor**, Commissioner of Higher Education; Hank Trenk (designee for **Susan Fox**), Legislative Services Division; Ron Baldwin (designee for **Anna Whiting-Sorrell**); Department of Public Health and Human Services; Amy Sassano (designee for **Dan Villa**), Office of Budget Program Planning; Margaret Kauska (designee for **Dan Bucks**), Department of Revenue; and **Beth McLaughlin**, Supreme Court.

Via Conference Call: **Representative James Knox**

Guests present:
Michael Sweeney, Department of Administration; **Bill Hallinan**, Teachers Retirement Systems; **Tim Bottenfield**, Department of Revenue; **Kris Wilkinson** and **Barb Smith**, Legislative Finance Division, **Jim Gietzen**, Office of Public Instruction.

SITSD Attendees:
Stuart Fuller, Anita Bangert, Warren Dupuis, Audrey Hinman and Cindy Mitchell

Call to Order and Introductions – Janet Kelly
Chairperson Kelly called the meeting to order at 9:06 a.m., welcomed the Board and audience to the April Information Technology Board meeting. Members present introduced themselves.

Minutes Adoption – February 2, 2012 Meeting**Action Item** – Janet Kelly
Please view at: Meeting minutes.
- Chairperson Kelly informed the Board that the February 2, 2012 meeting minutes have been approved as written. The motion passed unanimously.

eGovernment Advisory Council Update – Audrey Hinman
- Ms. Hinman informed the Board of the upcoming meeting scheduled for May 30th.
- A recommendation from the Select Committee in Efficiency in Government affects the eGov Council. It is a request for the State CIO to work with ITMC, the Legislative Computer Council, and Montana Interactive to create a policy or plan for future mobile computing needs. The council will follow this plan.
- Lost and Find Me .com: a QR Code or also known as a bar code on steroids. This code is like a bar code with more sophistication. The QR Code is three dimensional and has pertinent information pertaining to a person or a thing.

- From the combination of GPS in a phone and the correct application, you can retrieve a lot of information.
- This application is currently being used in New Mexico within their Department of Corrections for parolees.
- Go to www.lafme.com/login.aspx (with the correct credentials) and find people or check on items that have information with this type of a code.
- This is a free application that can be downloaded and used at anytime or anywhere you have access to the website.
- "On The Go" Mobile Payments
    - Allows payments to be taken anywhere at any time using a mobile device; i.e. park fee payments.
    - Meets all Payment Card Industry Requirements.

Legislative Update – Kris Wilkinson and Barb Smith

Please view handout distributed at: IT Recommendations

- Ms. Smith informed the Board of the IT Recommendations that will be followed up at the next meeting scheduled on Monday and Tuesday, April 9th and 10th in Butte or the June meeting in Havre or Helena.
    - Consolidation
        - Global motions made by the House Appropriation and Senate Finance of Claims Committee
    - (MITA) Montana Information Technology Act
        - Items are pending the outcome of the legislative audit findings.
    - Budget and funding issues
        - Both reports were filed to the committee in March.
    - Connectivity
        - Reports due in May
- The goal is to learn and understand how IT is set up and identify statewide importance of IT.
- The next Select Committee in Efficiency in Government meeting is scheduled for May 15.
- Getting to know concerns and needs for legacy systems within the state of Montana.
- Learning how IT is set up and begin identifying issues and consistent priorities.
- The next step will be looking at agency needs in the State Strategic Plan for IT and the Agency IT Plans for a report due in September.

Please view handouts distributed at: IT Project Portfolio Report and Report Criteria.

Ms. Wilkinson informed the Board of the criteria developed from the Legislative Finance Committee and State Information Technology Services Divisions listed in the handouts above. The conditions include:

- Projects estimate be at $500,000 from any source
- In HB 10
- Have an enterprise need
- Interest to the committee; within the Agency IT Plan
- Operational and maintenance costs greater than the cost of the system; which will be reported to OBPP

SMDC and Northern Tier – Stuart Fuller

To view the presentation, please click on the following link: [Northern Tier and SMDC Update](#)

- Northern Tier Network
    - o Goals – ultra high speed; looking for two 10Gbps circuits to allow an increase of our core network services across the state.
    - o This allows us to begin building a 'Hub and Spoke' network topology.
    - o Benefits – we now have connectivity from Helena to Miles City Data Centers. Allows a very high bandwidth for disaster recovery /continuity purposes. Significant cost savings for the state (~$500K/year).
    - o Timeline: by the end 2012; hopes to have the 10Gbps link between Helena and Miles City by end of August 2012.

Data Centers – Stuart Fuller

SMDC – Helena

- Please contact Stuart Fuller, Tammy LaVigne, or Warren Dupuis to schedule a tour!\.
- Most agencies that planned on moving are already the data center; MDT and DPHHS will be in at the end of June.
- NCAT is giving credits for computer equipment purchases; not for Helena offices but offices outside of Helena. The agency IT managers are in the process of working with NCAT staff to learn more about the savings.

SMDC – Miles City

- We have blinking lights!
- Plan to talk to the State of Oregon about moving into the Miles City Data Center. We are also discussing our Full-Cost Transparency Model (FTM) processes with them.
- Ms. Kauska informed the Board that DOR is interested in moving to the Miles City Data Center by the end of this calendar year.
    - o They also plan to end their contract with SunGard after this calendar year.
- Chairperson Kelly said that she thinks it is great that these ideas are finally becoming reality in terms of on-going costs savings.

Information Technology Manager's Council (ITMC) Update – Bill Hallinan

Mr. Hallinan thanked the Board for their support given to ITMC.

- Excited to be working on his projects being highlighted into the State Strategic Plan for IT and Agency IT Plans.
- Mr. Hallinan informed the Board of the presentations give to the Council:
    - o Anita Bangert, DOA SITSD, reported that she has over 120 participants enrolled in Project Management Office training coming up this year.
    - o Kris Wilkinson, Legislative Finance Division, gave an informative presentation to the Council yesterday.
    - o The Legislative Auditors gave a laptop security presentation that was well received.
    - o Joe Frohlich, Local Government Rep, heads a group Local Government Information Technology (LGIT) that gives direct IT guidance.
- Chairperson Kelly asked if Tammy looks for commonalities in projects within the Agency IT Plans for cost savings between agencies.

- o Tammy answered by stating that the Legislative Fiscal Division has the authority to do that.
  - o Two agencies have submitted their Agency IT Plans.
- Chairperson Kelly reminded the Board that it is important to lock their computers when leaving their desks.
- Ms. Kauska informed the Board that the DOR was in the process of the audit. They plan on putting Symantec on each desktop within DOR.
  - o The business side of DOR is having some trouble getting using the software, but they are working on it.
- Mr. Baldwin informed the Board that the largest part of security is awareness. There are policies in place that employees need to be trained on. This is a work in progress and employees need to be mindful.
- Mr. Hallinan wanted to publicly thank Mr. Trenk for his previous service with ITMC.

Agenda items for Future Meetings
- Mr. Baldwin requested having Stuart Fuller do a presentation regarding Identity Management as an EPP item.
- If you have any future agenda items, please contact Warren Dupuis at (406) 444-0415 and wdupuis@mt.gov or Cindy Mitchell at (406) 444-2426 and cmmitchell@mt.gov.

Public Comment
- None.

Meeting adjourned at 10:36 a.m.